



THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



REQUEST FOR APPLICATIONS (RFA)

Mayor's Office on Latino Affairs (MOLA)

FY 2025 SUMMER YOUTH EMPLOYMENT PROGRAM (FY25 SYEP)

Publication Date: Monday, April 21st, 2025

Application Deadline: Monday, May 12th, 2025, at 5:00 PM EST

Pre-Bidder's Conference:

Saturday May 3rd, 2025, 9:00 am - 10:30 am

MOLA's MAIN OFFICE

899 North Capitol Street NE, Second Floor, Room Anacostia.R2020

To participate please RSVP: [Link here](https://www.tinyurl.com/MOLAFY2025) (<https://www.tinyurl.com/MOLAFY2025>)

Submission of Applications:

Online ONLY via MOLA's grant management portal, ZoomGrants. Please submit your complete application through the following online portal:

[FY25 SYEP Grant](https://www.zoomgrants.com/zgf/FY25_SYEP) (https://www.zoomgrants.com/zgf/FY25_SYEP)

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SECTION I – GENERAL INFORMATION

A. Introduction

The D.C. Mayor’s Office on Latino Affairs (MOLA) seeks qualified Community-Based Organizations (CBOs) that provide services to the Latino communities in the District of Columbia **to provide District youth, ages 14-24, with a six-week summer experience.¹ Eligible youth participants will attend seminars, training courses, and field trips that will enhance the skills they have learned throughout the duration of the program.**

B. Funding Priorities

The primary goals for the FY25 SYEP are:

1. To provide District of Columbia youth, ages 14-24, with meaningful and structured engagement, career readiness opportunities, and services with a variety of community-based partners for the duration of FY25 SYEP;
2. To provide a safe, positive work environment that will allow youth to develop necessary skills and training needed for their future careers; and
3. To expose youth to an array of diverse career options and motivate them to stay in school to pursue these careers through interactive, hands-on career development activities and supportive services.

C. Target Population

The target population for the use of these funds is Latino youth ages, 14-24, who are residents of the District of Columbia.

D. Eligible Organization

Applicants shall meet the following minimum requirements to be considered for the FY25 SYEP Grant:

1. The organization is a CBO with a valid federal 501(c)(3) tax-exempt status and is a licensed business with the District of Columbia’s Department of Licensing and Consumer Protection (DLCP);

¹ Note: Qualifying organizations may serve all communities, as the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq*) forbids discrimination based on ethnicity. We seek organizations with a proven record of trust within the Latino community, regardless of their client base's breadth or the ethnicities of their leadership and staff.

2. The organization's principal place of business must be located in the District of Columbia. If the business is a national or regional organization, then it must have a location in the District through which it provides services;
3. The organization must provide services to District residents or collaborate with an organization that provides services to District residents;
4. All services and programming funded by the grant must be provided within the District of Columbia;
5. The organization must currently be registered and in good standing with the DLCP and the Office of Tax and Revenue (OTR). Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's performance period;
6. Applicants shall provide an affidavit regarding any debarments, suspensions, or default with the Office of Contract and Procurement (OCP);
7. Applicants shall provide an affidavit certifying that they are eligible for a grant under D.C. Code § 1-328.15(d), regarding contributions and solicitation of contributions to a covered recipient²; and
8. *(This requirement applies only to current MOLA grantees)* Current grantees must be:
 - a. current on MOLA reporting obligations for the FY24 and FY25 (to date) grant cycles;
 - b. in good standing with the District's legal requirements, including those imposed by any grants or contracts; and
 - c. progress reports must reflect substantial progress towards the goals of the grant agreement.

E. Budget

A grant budget includes all the costs associated with carrying out the grant project or program. To determine how much you will spend, you must know what activities and services you will provide, when they will be provided, and by whom. The organization must submit the budget to run the entire program in the supporting document section. In addition, the organization must submit the budget requested in the grant management portal, ZoomGrants.

F. Eligible Funding Uses

Grant funds may be used to support the following project costs:

- Personnel Costs directly related to the implementation of the project

² Please see D.C. Code § 1-328.11(3) for the definition of covered recipient.

- Youth Stipend
- Fringe Benefits
- Travel and Transportation
- Supplies
- Consultants or Contractors working on the implementation of the project
- Small Equipment (Not to exceed \$300)
- Communications
- Marketing and Promotions
- Printing/copies
- Training
- Operating Expenses
- Indirect Costs

G. Ineligible Funding Uses

Grant funds cannot be used to pay for the following items:

- Acquisition/Purchase of real property
- Rental or Lease Payments
- Acquisition/Purchase of vehicles
- Federal and District Taxes
- Any costs to satisfy liens and related penalties.
- Government impositions
- Food and Beverage
- Organizational Capacity Building
- Debt Service
- Lobbying
- To subsidize or defray the operating costs of for-profit businesses

H. Awards Amounts and Duration

Award sizes will vary, with eligible organizations able to receive funding of up to \$15,000 for programmatic costs. The youth stipend amount is separate from the programmatic costs and will vary depending on the number and age of the youth who are assigned to the organization. The grant will be awarded for a grant period starting on the date of the execution of the grant agreement and ending on September 30, 2025.

Programs must be run and evaluated during this period. In its sole discretion, the grantor may use several methods to monitor the grant, including quarterly reports, site visits (in-person and virtual), review of performance planning, engagement efforts, and data collection. The grant is subject to a performance or financial audit at the discretion of the grantor.

Funding for this award is contingent on continued funding from the grantor. An RFA does not commit MOLA to make an award. MOLA reserves the right to issue addenda and/or amendments to this RFA or to rescind this RFA.

I. Award Notification

Award letters are expected to be released at the end of May 2025 via email and posted in the grant application portal, ZoomGrants. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents, including the total budget along with the amount of grant funding for the program; and payment terms.

J. Submission Guidelines

The **ONLY** method to apply is through MOLA's grant management portal, ZoomGrants. To apply, an applicant must go to the link that will be posted on [MOCA's website](#) under the Available Funding section, or by clicking the link here: [FY25 SYEP Grant](#). Once the applicant opens, the user will be prompted to create a ZoomGrants account and then access the grant application. If the application link isn't working, please try copying and pasting the following URL directly into your browser: https://www.zoomgrants.com/zgf/FY25_SYEP.

Applications are due no later than Monday, May 12th, 2025, at 5:00 PM EST. All applications will be recorded upon receipt. Applications received after **Monday, May 12th, 2025, at 5:00 PM EST** will be disqualified and will not be forwarded to the Review Panel for consideration. Any additions or deletions to an application, unless requested by the funding agency, will not be accepted after the deadline of **Monday, May 12th, 2025, at 5:00 PM EST**. Applications with incomplete, illegible, or corrupt files will not be considered.

All attachment documents must be submitted in Adobe Acrobat PDF format. Any other form will deem the submission incomplete.

Due to the variance of internet speeds, applications with many attached documents will take time to process. **Applicants should consider submitting applications no later than 3 hours before the submission deadline.** If an application is submitted minutes before the deadline, the announcement may close while in the middle of processing the application. If this occurs, the grantor will not receive the application submission.

The grantor is NOT responsible for the malfunctioning of the online platform. Applications that encounter technical system errors must contact the support desk at questions@zoomgrants.com, submit ticket at help.zoomgrants.com or call 866-323-5404. Please be sure to notify us of any technical system errors by 2:00 pm on Thursday, May 8th, 2025. After 5:00 p.m. EST, on Monday, May 12th the system will no longer allow for edits or submissions.

K. Pre-Bidders Conference

The pre-bidders' conference is scheduled for Saturday May 3rd, 2025, 9:00 AM - 10:30 AM at MOLA's Main Office, located at 899 North Capitol Street NE, Washington, DC 20002, Second Floor, Room Anacostia (R2020).

To participate please RSVP: [Link here](#) (<https://www.tinyurl.com/MOLAFY2025>)

If a representative from the organization is unable to attend the pre-bidders' conference, we encourage you to email any questions no later than Thursday, May 8th, 2025 at 5:00 pm EST to: grants.ola@dc.gov, subject line "MOLA's FY25 SYEP Question". MOLA will only receive, or answer questions related to this grant if submitted in writing via e-mail. Due to the volume of inquiries, questions submitted after Thursday, May 8th, 2025, at 5:00 pm EST may not receive a response.

L. Contact Person:

For additional information regarding this RFA, write to grants.ola@dc.gov or contact:

Mayor's Office on Latino Affairs (MOLA)

899 North Capitol St NE., Seven Floor Washington, DC 20002 | Office: (202) 671-2825

Ricardo E. Espitia, Grants Management Specialist

E-mail address: ricardo.espitia@dc.gov

Diana Perdomo, Grants Monitor

E-mail address: diana.perdomo@dc.gov

M. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.
- MOLA reserves the right to accept or deny any or all applications if MOLA determines it is in the best interest of MOLA to do so. MOLA shall notify the applicant if it rejects that applicant's proposal. MOLA reserves the right to suspend or terminate an outstanding RFA.
- MOLA reserves the right to issue addenda and/or amendments after the issuance of the RFA or to rescind the RFA.
- MOLA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- MOLA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- MOLA may enter negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOLA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102 and, 31 CFR Part 35, 1 DCMR §§ 5000-05; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal law and/or the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – SCORING OF APPLICATIONS

A. Scoring Criteria

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for MOLA and the Evaluation Panel to determine the merit of the project proposal.

Criterion A: Soundness of the Proposal **20 points**

- The program demonstrates that the community would benefit from the outcomes of the grant.
- The description of the program implementation, including the work plan, staffing plan, and performance work plan is realistic based on the proposed time requirements.
- The program addresses the primary goals listed in Section I.A and will impact the community.

Criterion B: Program Goals and Outcomes **15 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- The applicant clearly demonstrates the outcomes of the program.
- Applicant demonstrates that the program uses best practices and/or is based on national standards to manage information.

Criterion C: Program Evaluation **5 points**

- Applicant demonstrates a clear process to measure/evaluate its program.

Criterion D: Organizational Capability and Relevant Experience **25 points**

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the community. Information on prior program accomplishments, evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with the District’s youth, ages 14-24.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions.
- The organization possesses a Board member structure.

Criterion E: Sound Fiscal Management and Budget **25 points**

- Applicant demonstrates sound fiscal management (i.e., files their taxes, current business license, certificate of clean hands, certificate of good standing), the submission of the Lead Agency’s annual audits (3 years, if available), and/or the most recent financial statements (this must include income statement, balance sheets, and

- cash flow statements).
- Applicant’s budget with budget justification is reasonable and it is realistic to achieve stated goals and objectives.
- If the applicant previously received a District grant contract, it managed the funds transparently and responsibly for the grant’s intended purposes. (i.e., refer to the Affidavit from the Office of Contract and Procurement, Assurance and Certifications affidavit)

Criterion F: Community Outreach

10 points

- Applicant demonstrates sound community outreach plan to connect with District Latino youth and other communities (residents and businesses) to promote programs and/or services to new potential clients and constituents, as well as raise awareness of issues in the District’s Latino community issues. Opportunities include tabling at various District of Columbia government events and other District government-sponsored activities. If the applicant previously received District funds, it participated in such events and promptly responded to requests for assistance to constituents within the applicant’s range of expertise.

B. Miscellaneous

- The people scoring the proposals will confirm that they have no conflicts of interest.
- Neither the Mayor nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers’ comments and the scores themselves are deliberative and privileged and will not be released. However, winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law) under the District’s Freedom of Information Act.
- District officials may decline to debrief unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.

C. Application Review & Awards

The application review for the FY25 SYEP Grant will occur in (3) phases:

1. Phase 1: Prequalification Period

During the prequalification period, applicants must successfully submit all the required information and documents listed in Section III.G: Supporting Documents. Each application will receive an initial screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the application review panel phase. An application will not be qualified for the review panel if:

- a) The application is received after the Submission Deadline;
- b) The application package is incomplete;
- c) The application fails to address the priorities; or

d) The application or project does not fall within the scope of this RFA.

2. Phase 2: Application Review Panel

Applications that are qualified in Phase 1 will be evaluated by an independent panel. MOLA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise, or grants administration and non-profit management. The panel members will review and score applicant proposals and submit recommendations for awards using the scoring criteria defined in Section II.A., above.

3. Phase 3: Award

Final decisions will be made based on the panel recommendations, the scores, and such other factors and considerations as the District deems relevant at the time of award, which may include: updated consideration of how well the applicant has performed on prior grants; grant administrators with prior experience with applicants; and the input and expert opinion of relevant agency Directors.

SECTION III – ADMINISTRATIVE REQUIREMENTS & APPLICATION CHECKLIST

A. Certifications and Assurances

The agency shall complete, sign, and return the Certifications and Assurances with the application submission (Certifications and Assurances are provided in PDF format in the Supporting Documents section of the application in the grant management portal, ZoomGrants).

B. Insurance

The applicant, upon request, must be able to show proof of all insurance coverage required by law. All grantees who receive awards under this RFA must show proof of insurance before receiving the funds. It is the responsibility of the grantee to make sure it has the appropriate insurance for the services it provides.

C. Grant Agreement

Selected awardees must sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's receipt of the grant funds. To remain eligible for this grant, all supplemental documentation must be submitted to the grantor within five (5) business days of the Award Letter. An applicant that cannot provide these materials WITHIN

FIVE (5) BUSINESS DAYS may be deemed ineligible to receive grant funds and the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, to be confirmed by the grantor, grant disbursement will begin.

D. Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

E. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grant recipient. Grant recipients should consult their own tax advisor/professional regarding tax income and tax liabilities concerns.

F. Nondiscrimination in the Delivery of Services

Under the Federal Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), and/or the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq.*), as amended, no person shall on the grounds of race, color, religion, national origin, political affiliation, sex, sexual orientation, gender identity or expression, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office on Latino Affairs FY2025 Summer Youth Employment Program (FY25 SYEP) funds.

The grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time including, but not limited to:

- [The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*](#)
- [Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794](#)
- [The Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*](#)
- [The Hatch Act, 5 U.S.C §§ 1501 *et seq.*](#)
- [The Occupational Safety and Health Act of 1970, 29 U.S.C. §§ 651 *et seq.*](#)
- [Lobbying Disclosure Act, 2 U.S.C. §§ 1601 *et seq.*](#)
- [Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101 *et seq.*](#)
- [District of Columbia Human Rights Act 1977, D.C. Official Code §§ 2-1401 *et seq.*](#)
- [DC Language Access Act of 2004, D.C. Official Code §§ 2-1931 *et seq.*](#)
- [The Grant Administration Act of 2013 as amended, D.C. Official Code §§ 1-328.11-.17.](#)
- [Mayor Order 2023-313 Sexual Harassment Policy.](#)

G. APPLICATION CHECKLIST

Applicants are required to follow the content requirements and submission instructions below. Please submit your proposal in the sequence listed here with all the supporting documents.

Applications will be considered incomplete if any part of any section is missing.

Please make sure that your application covers the following:

- Organization Summary
- Pre-Application Questions
- Application Questions
- Budget Summary/Financial Report
- Staffing Plan
- Work Plan
- Performance Plan

Supporting Documents:

- Copy of current IRS tax-exempt Determination Letter (*REQUIRED for applicants that have a 501 status*)
- DC Basic Business License from DLCP [*Note: License period must be current at the time of application.*]
- IRS Form 990 for 2023, **Mandatory**. *The full-length **990 form** is required for nonprofits who gross \$200,000 or more in total receipts, or total assets of \$500,000 or more.*
*You file the **990-EZ** if your organization received less than the amounts requiring the full 990 form (mentioned above), but more than \$50,000 in total gross receipts. You file the **990-N**, the e-Postcard if you received less than or equal to \$50,000 in total gross annual receipts.*
*The **990-PF form** is strictly for private foundations.*
- IRS Form 990 for 2024, **if available at the time of application**. This document will need to be submitted if the applicant is selected to receive grant funds. *The full-length **990 form** is required for nonprofits who gross \$200,000 or more in total receipts, or total assets of \$500,000 or more.*
*You file the **990-EZ** if your organization received less than the amounts requiring the full 990 form (mentioned above), but more than \$50,000 in total gross receipts. You file the **990-N**, the e-Postcard if you received less than or equal to \$50,000 in total gross annual receipts.*
*The **990-PF form** is strictly for private foundations.*
- Most Recent Financial Statements. *Include the income statement, the consolidated balance sheet, and the statement of cash flows. This is for the whole organization, not the project.*

- Current Budget. *(This is the budget for the entire program. Please note that this budget is different from the budget you are requesting).*
- Clean Hands Certificate from OTR *(Office of Tax and Revenue)*
- Certificate of Good Standing from DLCP
- Debarment Affidavit from OCP- *Please download the form, complete it, and sign it.*
- Signed Assurance – *Please sign and upload the attached document.*
- Signed Certifications - *Please sign and upload the attached document.*
- Signed Mayor Order 2023-313 Sexual Harassment Policy - *Please sign and upload the attached document.*
- Organizational Chart
- Current list of board members - *For each member include names, addresses, affiliations, and contact information.*
- Project Staff Job Descriptions - *Please describe only the positions of the staff working on the project.*
- Project Staff Resumes - *All staff paid with the funds from this grant must submit their resume.*
- Summary of accomplishment under prior SYEP grants, if applicable.
- Memorandum of Agreement/Understanding, *if applicable - Please DO NOT SEND general letters of support.*
- Program-related materials, *if applicable*
- Collaborative Partner Materials, *if applicable*
- List of DC Government contracts and grants received in the last three years and in FY2025 – Please include the name of the DC Government agency.
- NICRA- *Organizations with an unexpired negotiated NICRA can claim indirect costs at the NICRA rate; otherwise, organizations can claim indirect costs at up to 15% without a NICRA.*
- AUDITS- *At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.*
- Insurance Certificates – *to be submitted if the organization is awarded the grant funds.*